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Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Chief, Administrative Services Division DATE: 9 January 1951
 FROM : Chief, Building Maintenance and Utilities Branch
 SUBJECT: Report of Operations by the Building Maintenance and Utilities Branch during the month of December, 1950.

Volume:

- | | | |
|----|---|---------------------|
| A. | 1. Requests for services on hand prior to December 1 | 2 |
| | 2. Requests on hand two months old or older | None |
| | 3. Requests for services on hand 31 December | 20 |
| B. | Requests for services received in writing during December | 123 |
| C. | Telephone calls receiving during December | 3400 |
| D. | 1. Number of quarterly work orders written | 18 |
| | 2. Orders submitted to GSA charged to quarterly encumbrance. | 105 |
| | December allotment of quarterly encumbrance for alterations and renovations | \$7384.00 |
| | 3. Special orders submitted to GSA not charged to quarterly encumbrance. | 4 |
| | a. Renovations (211-109) | \$215,000.00 |
| | b. Renovations (Other) | 325.00 |
| | Total | <u>\$215,325.00</u> |
| | 4. Orders submitted to GSA nonreimbursable (written and verbal) | 325 |
| | 5. Routine inter-office memorandums and inter-agency letters. | 45 |
| E. | 1. Space moves during December | 18 |
| | 2. Total personnel moved | 286 |
| | 3. Equipment moves | 45 |
| | 4. Man hours worked by GSA | 1448 |
| | 5. Estimated cost | \$2128.00 |
| | December allotment of quarterly encumbrance for Laborers and Trucks | \$5000.00 |
| F. | Protective Services (GSA Guard Posts) | |
| | 1. Reimbursable Posts | 134 * |
| | 2. Non-reimbursable Posts | 31 |
| | 3. December allotment of quarterly encumbrance | \$43,700. |

* The report for the previous month indicates 88 GSA guard posts. It has been determined that instead of reporting a 24 hour post as one, that it should be considered to be 3 8-hour guard posts.

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G. Monies paid to GSA during the month of December for services rendered during the month of September.

1. GSA Guards	\$39,569.94
2. GSA Laborers and Trucks	1,975.14
3. Alterations and Installations	3,731.22
4. National Security Council	9.32
Total	<u>\$45,285.62</u>

25X1A6a H. Space acquired ----  41,700 sq. ft.

Space released ---- None

25X1A9a



Attachment